

Banner Neighborhoods Community Corporation and Southeast Youth Collaborative Older Youth Employment Coordinator

Overview

The Southeast Youth Jobs Collaborative (SEYC) is a group of nine organizations, including the Southeast CDC, Banner Neighborhoods, Creative Alliance, Friends of Patterson Park, Living Classrooms Foundation, Patterson Park Audubon Center, Breath of God Church, Patterson Park Public Charter School and The Intersection. The Collaborative is seeking to implement a second year of its summer youth employment program in partnership with the Mayor's Office of Employment Development's YouthWorks program. YouthWorks provides meaningful work experience, employment training, enrichment and community engagement to older youth living in the neighborhoods around Patterson Park.

SEYC is now developing a **full-year job readiness program** for selected older youth (ages 15-21) who participate in the SEYC 2017 Summer Youth Employment Program.

Position Description

The Coordinator will oversee the full-year program, which includes a weekly workshop on Fridays from 3:30 to 6:00 PM. The Coordinator will provide coaching, mentorship and family support to enable the youth in the program to meet their goals.

Duties include the following:

- Enroll 35 youth in the program and maintain an average weekly attendance of 95%.
- Set-up, attend and close out all Friday workshops.
- Arrange for food, supplies/materials and field trips.
- Work collaboratively with other staff in the planning of weekly program activities.
- Work collaboratively with other staff in the supervision of youth participants during the Friday workshop.
- Recruit volunteer presenters to enhance the program's content.
- Assist with the completion of data and evaluation tools.
- Assist youth program participants in their applications and preparations for employment, including applying to the Mayor's Office of Employment Development's Hire One program.
- Enlist the involvement of parents, caregivers and teachers in the success of the students during the summer. Develop parent/caregiver engagement opportunities during program.
- Gain an understanding of SEYC's goals and vision; be able to communicate them to external stakeholders.
- Attend meetings as assigned by Banner Neighborhoods or the SEYC.

QUALIFICATIONS

- Bachelor's degree in youth development, education, social work or human services, or equivalent combination of education and work experience;
- Excellent interpersonal communication skills, allowing for the Coordinator to interact positively and negotiate constructively with a wide range of stakeholders, including older youth and their families or caregivers, fellow staff of SEYC, residents, elected officials, funders, board members, and government employees;

- Experience working with older youth (ages 15 to 21);
- English proficiency required; Spanish proficiency desirable.

EMPLOYMENT STANDARDS

The Coordinator must be self-directed, anticipating opportunities and challenges before they arise and proactively tackling those issues with minimal supervision. While the Coordinator should be able to resolve problems and make decisions, he/she should also know when to seek assistance.

The Coordinator must be energetic, manage multiple priorities, and possess the ability to work independently and comfortably among diverse communities. The Coordinator must project a professional image to external contacts.

Most importantly, the Coordinator may have access to confidential and sensitive material and is expected to maintain strict confidentiality with regard to that material and discussions related to it.